



UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

MCBO 1601.4

B 013

OCT 21 2015

MARINE CORPS BASE ORDER 1601.4

From: Commander
To: Distribution List

Subj: MARINE CORPS BASE QUANTICO DUTY

Ref: (a) MCO 5500.6H
(b) MCO 3574.2K
(c) MCBO 1020.1G
(d) MCO 3504.2A
(e) Marine Corps Installations Command Policy Letter 3-13

Encl: (1) Procedural Guidance for Marine Corps Base Quantico
Command Duty
(2) Commander's Critical Information Requirements (CCIR)

1. Situation. The Command Duty Officer (CDO) is the direct representative of the Commander, Marine Corps Base Quantico (MCBQ). The CDO is responsible for the handling of all administrative and emergency matters that occur after hours in the absence of the Commander.

2. Mission. The purpose of the CDO, Command Duty Staff Noncommissioned Officer (CDSNCO) and the Command Duty Driver (CDD) is to preserve order, protect military property, control access, pass information, and serve as a point of contact for MCBQ headquarters and tenant commands, activities, agencies and organizations outside normal working hours. This Order promulgates instructions for the CDO, CDSNCO and the CDD, per the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide detailed instruction on the requirements and responsibilities for all command duty personnel

DISTRIBUTION STATEMENT F: Further dissemination only as directed by Commander, MCBQ (Date) or higher DoD authority. and give guidance on tasking MCBQ personnel and tenant activities.

(2) Concept of Operations. Command Duty personnel shall be guided in the performance of their duties by the instructions contained in this Order. All subordinate commanders and command duty personnel shall familiarize themselves with the contents of this Order along with Enclosures (1) and (2).

b. Subordinate Element Missions

(1) Commanding Officer, Headquarters and Service Battalion will:

(a) Coordinate between MCBQ Personnel and tenant commands and activities and provide a roster of those scheduled to stand the MCBQ duty per the current Marine Corps Base Bulletin (MCBBul) 1601 to the Adjutant Branch by the 10th of each preceding month.

(b) Ensure that persons assigned duty as the CDO and CDSNCO have security clearance eligibility at the secret level. Minimum standard is a favorably adjudicated NACLIC that is no older than 10 years from the close date of the most recent adjudicated investigation.

(c) Ensure that persons assigned as the CDO and CDSNCO have a current (within one year) pistol qualification reflected in the Marine Corps Total Force System (MCTFS), along with use of force training.

(d) Ensure assigned CDO, CDSNCO and CDD arrive on time to assume their post per chapters 4 through 6 of this Order.

(e) Make changes, as necessary, to the roster through the Marine Corps Base Adjutant.

(f) Notify the Marine Corps Base Adjutant when supernumeraries will be used, per enclosure (1) of this Order.

(g) Provide CDO and CDSNCO each with a Duty Kit as described in enclosure (1).

(2) Commanding Officer, Security Battalion will:

(a) Provide a color guard to conduct weekend and scheduled holiday colors.

(b) Report all serious incidents regarding MCBQ Marines and facilities. These incidents include, but are not limited to:

- (1) Injury;
- (2) Death/Suicide;
- (3) DUI/DWI;
- (4) Domestic Violence;
- (5) Trafficking Person;
- (6) Security Breach;
- (7) Unsecure or Damaged Facilities;
- (8) Assaults;
- (9) Arrests; and
- (10) Drugs.

(3) Adjutant, MCBQ will:

(a) Conduct a monthly review and update for all references and rosters;

(b) Maintain a file of current directives, important telephone numbers and additional instructions for command duty personnel;

(c) Furnish an index file of references and instructions for use by all command duty personnel;

(d) Ensure the CDO binders are up-to-date with particular attention given to recall rosters, instructions, standard operating procedures, etc;

(e) Publish an annual Marine Corps Base Bulletin 1601 by 1 November each year assigning allocation of duty watch quotas based on fair-share percentages of on-hand population of eligible watch standers; and

(f) Publish a monthly Marine Corps Base Bulletin 1601 (Duty Watch) by the 15th of each month.

(4) Command Chaplain will provide the Adjutant a monthly Chaplain Watch bill.

(5) Command Security Manager will assist in supporting organizations/sections with clearance eligibility determination and investigation requirements.

(6) Director, G-3 will: Ensure that all of the following duty references are reviewed and updated as needed, but not less than once per quarter.

(a) Weather;

(1) Coordinate with MCAF for weather conditions reporting;

(2) Report weather conditions for MCBQ.

(b) C4I;

(c) Blue Dart;

(d) Open Skies;

(e) State Funerals;

(f) Colors, coordinate with ceremonial platoon for morning and evening colors Monday through Friday;

(g) Personnel Incident Report (PIR)/Serious Incident Report (SIR); and

(h) Range Management Branch.

(7) Assistant Chief of Staff, G-4 will:

(a) Provide the CDD with a government vehicle for the purpose of transporting the CDO during his tour of duty;

(b) Ensure the duties have clean linen available to them for the sleeping post;

(c) Provide the duties with the necessary cleaning and sanitary supplies required to maintain a clean and healthy duty area; and

(d) Provide serviceable furniture as needed.

(8) Director, G-5 will:

(a) Provide infrastructure updates to the facilities duty reference; and

(b) Ensure that the CDO and CDSNCO have the appropriate keys for the building and office spaces.

(9) Director, G-6 will:

(a) Ensure that the duty has functional phones and a duty specific computer with email; and

(b) Provide weather flag updates on website capability to complete mission requirements.

c. Coordinating Instructions

(1) All Assistant Chiefs of Staff, Directors, etc. provide recall rosters to the Base Adjutant. Recall rosters will include grade, name, home telephone number, cellular phone number, and duty assignment.

(2) Provide a roster of those individuals authorized access to Lejeune Hall, Building 3250 workspaces after normal working hours.

(3) Updated recall rosters will be provided to the Adjutant as changes occur and on the first day of each quarter.

(4) Prior to securing normal working hours, Assistant Chiefs of Staff, Directors and Special Staff shall advise the Adjutant and the CDO of any pending matters which may require action prior to resumption of work hours on the next regular workday.

(5) Subordinate Duty Watch Standers

(a) The CDO is the senior watch officer aboard MCBQ. All other duties are to report significant events to the CDO in a timely manner.

(b) Reportable events are listed in chapter 4.

5. Administration and Logistics

a. Administration

(1) The Adjutant office will maintain all duty binders, references, access rosters, and recall rosters;

(2) Commanding Officers and staff shall provide written special instructions to the Marine Corps Base Adjutant on matters under their cognizance that are considered appropriate for inclusion in the CDO's duty binders and rosters; and

(3) Tennant Commands and Activities duty standers will report the following incidents to the MCBQ CDO:

- (a) death;
- (b) suicides;
- (c) terrorism; and
- (d) bomb threat.

b. Logistics

(1) National Colors

(a) Will be maintained in the duty closet with a back-up flag in the Adjutant office.

(b) Will be inspected weekly by the MCBQ Color Sergeant and replaced as needed.

(2) General and Flag Officer Flags. Will be maintained in the Adjutant office and replaced as needed.

(3) Church Pennants. The two flags maintained by the MCBQ Adjutant office are the Christian Church pennant and the Jewish pennant. These flags will be replaced as needed.

(4) Weather Condition Flags. The green, yellow, red, and black flags will be located in the duty closet with back-up flags located in the Adjutant's office.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Base Quantico and all subordinate commands and tenant commands and

organizations that stand duty.

b. Signal. This Order is effective the date signed.


DAVID W. MAXWELL

Distribution: F

LOCATOR SHEET

Subj: MARINE CORPS DIRECTIVES MANAGEMENT PROGRAM PROCEDURAL MANUAL

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

Enclosure (1)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Changed	Date Entered	Signature of Person Incorporating Change

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	COMMAND DUTY	1-1
1.	General.	1-1
2.	Assignment/Replacements.	1-1
3.	Exemptions	1-2
4.	Restrictions	1-3
5.	Tour	1-3
6.	Posting and Relief	1-3
7.	Duty Logbook	1-4
8.	Armed Duty Requirements.	1-4
9.	Incoming/Outgoing Phone Calls.	1-7
10.	Federal Express/Unite Parcel Service Deliveries	1-9
11.	ID Card Check.	1-9
12.	Uniform of the Day	1-10
13.	Messing.	1-10
14.	Transportation	1-10
15.	Physical Training.	1-10
16.	Flags.	1-11
17.	Responsibilities	1-11
Chapter 2	CDO RESPONSIBILITIES	2-1
1.	General.	2-1
2.	Response for Emergency or Alert Conditions	2-1
3.	Tour and Inspections.	2-1
4.	Incoming Personnel	2-1
5.	Personnel Detained or Deserters.	2-2
6.	Colors	2-2
7.	C4I.	2-3
8.	Other Duties	2-3
Chapter 3	CDSNCO RESPONSIBILITIES.	3-1
1.	General.	3-1
2.	Absence of the CDO	3-1
3.	Exterior Hatches	3-1
4.	Security Checks.	3-1
5.	Locking Offices.	3-4
6.	Unlocking Offices.	3-4
7.	Police Call.	3-5
8.	Locator.	3-5
9.	Colors	3-6
10.	Snow Removal and Cold Weather.	3-6
11.	Other Duties	3-6
Figure 3-1	Building 1 Basement Floor Plan	3-2
Figure 3-2	Building 1 First Floor Plan.	3-3

Figure 3-3	Building 1 Second Floor Plan	3-4
Figure 3-4	Lock/Unlock List	3-5

Chapter 4	NOTIFICATION AND EMERGENCY RESPONSE	
	PROCEDURES	4-1
1.	General.	4-1
2.	Commander's Critical Information Requirements (CCIR).	4-1
3.	Military or Political Incidents.	4-1
4.	Civil Disorders.	4-2
5.	Terrorist Incidents.	4-2
6.	Open Skies Treaty Messages	4-2
7.	C4I.	4-2
8.	Bio-Checks	4-2
9.	Serious Incident Reports	4-3
10.	Bomb Threats	4-3
11.	Operational Incidents.	4-3
12.	Serious Aircraft Accidents/Incidents	4-3
13.	Ground Accidents/Mishaps	4-3
14.	Accidents Involving Ammunition or Explosive Material	4-4
15.	Fires.	4-4
16.	Pandemic Influenza	4-4
17.	Extensive News Coverage/Media Interest	4-4
18.	Casualties	4-4
19.	Destructive Weather.	4-5
20.	Oil and Hazardous Substance Releases	4-6
21.	Displaced from Military Housing	4-6
22.	Respite Child Care	4-7
23.	Messages	4-8
24.	State Funeral.	4-8
25.	Sexual Assault	4-8
APPENDIX A	Justification for the Use of Deadly Force. A-1	
APPENDIX B	Arming Document	B-1

Chapter 1

Command Duty

1. General. This Order serves as instructions for carrying out duties when assigned as the Command Duty for MCBQ. The MCBQ CDO is the senior duty post for MCBQ; all other duty posts are responsible to report critical and serious information/incidents to this post.

2. Assignment/Replacements

a. Assignments. Duty quotas will be made on a fair share basis and will be promulgated annually by a MCBul in the 1601 series to Headquarters and Service Battalion, Training and Education Command and Marine Corps Combat Development Command. Eligibility criteria are as follows:

(1) Command Duty Officer (CDO). All Marine lieutenant colonels, majors and major (selects) can be assigned duty as the CDO.

(2) Command Duty Staff Noncommissioned Officer (CDSNCO). All staff sergeants and gunnery sergeants can be assigned duty as the CDSNCO.

(3) Command Duty Driver (CDD). All privates through sergeants assigned to the above stated commands, to include permanent personnel assigned to The Basic School, Officer Candidate School, and Weapons Training Battalion are eligible for assignment as the CDD.

(4) Supernumerary. In order to be eligible for assignment as a supernumerary, Marines must complete the official casualty assistance calls officer (CACO) training with the MCBQ Adjutant. This is required due to the fact that CDO supernumeraries are the on-call CACO should Headquarters, U. S. Marine Corps require CACO support in the local area.

(5) Duty Chaplain. The Watch Bill for the Duty Chaplain will be published quarterly by MCBQ Chaplain's office.

b. Replacements. Following the monthly publication of MCBul 1601, personnel assigned to the Command Duty Watch who become unavailable for duty must contact their respective chain of command and the company executive officer to coordinate a

Enclosure (1)

suitable replacement. The company executive officer must notify the Marine Corps Base Quantico Adjutant's office in writing no later than 72 hours in advance of any changes. Individuals assigned as supernumeraries will be used only in bona-fide emergency situations involving last minute situations whereby assignment of another individual to stand the assigned duty is not possible.

3. Exemptions. The Commander, MCBQ will grant or deny all requests for exemptions from staff sections/tenant activities. Heads of staff sections/tenant activities may address requests for other permanent exemptions to the Commander, MCBQ. The following billets are permanently exempt from this duty:

a. Lieutenant colonels who have been selected for promotion to colonel,

b. Officers filling the billet of Adjutant,

c. Lieutenant colonels filling in as a division director normally billeted by a colonel per the Table of Organization,

d. Chaplains,

e. Medical service officers,

f. Dental service officers,

g. Military police (including Marines (shift workers) assigned to Security Battalion),

h. Officers from other services,

i. Officers attending a formal school,

j. Officers assigned to TBS and OCS, and

k. Those officers serving in special advisory positions which include:

(1) Commanding Officers (CO),

(2) Executive Officers,

(3) Staff Judge Advocate (SJA),

(4) Command Inspector General, and

Enclosure (1)

(5) Staff Secretaries.

4. Restrictions. The following personnel will not be assigned to this duty:

- a. Students attending formal schools.
- b. Personnel pending legal action or administrative separation.
- c. Female personnel in their 28th week of pregnancy or with medical restrictions from competent medical authority.
- d. Personnel with medical conditions that preclude them from walking or standing for prolonged periods of time.
- e. No personnel will be assigned to duty during the first or last 30 days assigned to commands and tenant organizations aboard MCBQ.

5. Tour. The normal tour of duty for the CDO is from 1530 to approximately 0810 the next day during weekdays and from 0730 to 0810 the next day on weekends and holidays. The tour of duty for the CDSNCO and CDD is from 0730 to 0810.

6. Posting and Relief.

a. The post of the CDO, CDSNCO and CDD will be at John A. Lejeune Hall (Building 3250), Catlin Avenue, Marine Corps Base Quantico. The duty hut will be the designated office during their post, which is a sleeping and armed post. Post time is 0730 and relief time is 0815 the following morning (there will be turnover between duties from 0730 to 0815).

b. The CDSNCO will verify that the CDD has all necessary documents (i.e., Driver's Improvement Car, Basic Motor Vehicle Operators Course Card, Civilian Driver's License, and Military Identification Card) to checkout a vehicle from the motor pool.

c. The MCBQ Adjutant will conduct a formal posting brief with the weeks oncoming CDOs and CDSNCOs at 0815 each Friday in the commander's conference room. CDO, CDSNCO and supernumeraries are required to attend this brief.

d. The MCBQ Adjutant will conduct formal post and relief briefs with the oncoming and off-going CDOs, CDSNCOs and CDDs at 0730 on regular business days. In the absence of the MCBQ

Enclosure (1)

Adjutant, the MCBQ Adjutant Chief will conduct the post and relief.

e. On regular business days, the CDO will be released back to their work section until 1530 at which time the CDO will assume their post in Lejeune Hall (pick-up weapon at 1500 from the Armory). The CDSNCO and CDD will remain at their post. Upon completion of their tour of duty, the CDO, CDSNCO and CDD will be formally relieved after morning colors and proper turnover with the oncoming duties.

f. All weekend and holiday CDOs, CDSNCOs and CDDs will post at 0730 and conduct an informal relief immediately following morning colors. Upon assuming the duty, the CDO and CDSNCO will review the Duty Brief presentation, located on the CDO's desktop computer, and detailed instructions contained in the CDO reference binder.

g. On a weekday in which four-day liberty begins at 1200, the CDO will post 30 minutes prior to the designated release time. When the four-day liberty expires the on-coming CDO, CDSNCO, and CDD will arrive at 0730.

7. Duty Logbook. The duty logbook must be closed out each morning at 0730 and emailed to the following personnel: Chief of Staff; MCBQ Sergeant Major; MCBQ Adjutant; MCBQ Adjutant Chief; Director, G-3; Assistant Chief of Staff, G-4; Director, G-5; and Director, G-6.

8. Armed Duty Requirement. Per reference (a), armed duty watch standers shall meet the arming requirements. Commanders shall ensure that all duty roster submissions comply with the following prerequisites:

a. Current Weapons Qualification. In accordance with reference (b), from weapons qualification and per the Commander's MCBQ discretion, any Marine exempt is encouraged and will be afforded the opportunity to complete annual marksmanship training.

b. Use of Force Training. Duty watch standers must have received Use of Force training, as set forth by reference (a), within 12 months of assuming an armed post. Commands supplying duty watch personnel for this post must coordinate and document Use of Force training for their duty watch standers (appendix A).

Enclosure (1)

c. Acknowledgement Form. Prior to assuming an armed post, all duty watch personnel shall sign an acknowledgement form (appendix B).

d. Weapon Turnover. The Headquarters and Service Battalion Armory (HqSvcBn) will issue the required gear to stand armed post. Use of personal equipment and ammunition is not authorized. Duty watch standers shall draw all of the following gear:

Duty Kit

1 Cartridge belt
1 Pistol holster
1 magazine pouch
2 magazines
1 lanyard
1 pistol (M9)
30 rounds

e. Procedure for conducting weapon turnover

(1) Monday-Friday (non-holiday): Oncoming Duties At 0730, the CDSNCO will report to the duty hut in Lejeune Hall to conduct a weapon turnover with the off-going CDSNCO at the clearing barrel, located in the rear of the building under the stairwell. Upon taking possession of the Duty Kit, make a Condition 3 weapon, holster the weapon, and report immediately back to the duty hut at Lejeune Hall. At 1530, the CDO will report to the duty hut in Lejeune Hall to be escorted to the HqSvcBn armory, Yale Hall, Bldg 2006, to draw the Duty Kit.

(2) Monday-Friday (non-holiday): Off-Going Duties. Following post and relief, return to the clearing barrel, and make a Condition 4 weapon in accordance with paragraph 2(d) and holster it. CDOs will proceed directly to the HqSvcBn armory with a complete Duty Kit. The Duty Kit is not to be turned over to the on-coming duty unless in informal turnover has been authorized. Stops between the duty post and the battalion armory are strictly prohibited. The Armory Chief must be notified immediately, at (703) 784-4257 or (703) 432-0056, if the off-going duty cannot report to the HqSvcBn Armory by 0815.

(3) Weekend and Holiday Duty Watch Standers. Weekend and holiday duty watch standers shall perform a proper turnover at their posts. On-coming and off-going duty watch standers do not have to report to the HqSvcBn Armory. Clearing barrels are located at the duty location to provide adequate equipment for clearing weapons.

Enclosure (1)

(4) Mandatory Initial Logbook Entry. Each on-coming duty watch stander will make a logbook entry. CDSNCOs will make the following logbook entry once they take possession of the Duty Kit:

I, Rank and Last Name, have in my possession (1) Cartridge belt, (1) Pistol Holster, (1) Magazine Pouch, (2) Magazines, (1) Lanyard, (30) rounds of 9mm ammunition, (1) Pistol S/N xxxxxxxx, duty cell phone and the master key ring.

This entry is in addition to any other entries specific to the post.

(5) Weapon Turnover. The on-coming duty watch stander must observe while the off-going duty watch stander properly clears the weapon, before taking possession. Proper procedures for clearing the M9 service pistol consist of the following steps:

(a) The weapon should be at Condition 3 (Loaded magazine inserted, no round in the chamber, and weapon on safe). Remove the Condition 3 weapon from holster and point it into the clearing barrel.

(b) Ensure weapon is on safe and make a Condition 4 pistol by removing the magazine.

(c) Pull the slide and lock the slide to the rear.

(d) Visually and physically inspect the chamber to ensure no round is present. No round present indicates a complete safe weapon.

(e) BOTH OFF-GOING AND ON-COMING DUTY WATCH STANDER VISUALLY AND MANUALLY ENSURE THAT THE CHAMBER AND MAGAZINE WELL ARE EMPTY.

(f) If clear, the off-going duty watch stander will send the slide home and holster the weapon.

(g) Remove all 30 rounds from both magazines and place in the round block.

(h) BOTH OFF-GOING AND ON-COMING DUTY WATCH STANDERS VISUALLY AND PHYSICALLY ACCOUNT FOR 30 ROUNDS AND BOTH MAGAZINES AND THEN RELOAD BOTH MAGAZINES WITH 30 ROUNDS.

(i) The off-going duty watch stander passes the entire Duty Kit to the on-coming duty watch stander.

Enclosure (1)

(j) The on-coming duty watch stander accepts the Duty Kit, and makes a Condition 3 weapon

9. Incoming/Outgoing Phone Calls

a. Calls to the Command. In the event the CDO/CDSNCO receives a telephone call requesting the phone number of, or wanting to speak to anyone in the command or their respecting family member, adhere to the following:

(1) Duty standers will be prompt and courteous in answering all telephone calls, and will answer in the following manner:

"Command Duty - Marine Corps Base Camp Quantico (grade and name). This phone call is being recorded. How may I help you, sir or ma'am?"

(2) Home phone numbers and cell phone numbers will not be released to the caller.

(3) Callers requesting to contact the Commander, MCBQ on matters routinely handled by members of the staff shall be instructed to contact those agencies the next working day. A logbook entry shall be made reflecting the caller's name, telephone number, and reason for the call. When the nature of the call is of such urgency that it cannot wait for the next working day, the Chief of Staff will be called by the CDO.

(4) If a call is received that should be referred to the Commander, MCBQ at home (e.g., general officer, member of congress, MCOC, etc.), adhere to the following procedures:

(a) Ask the caller to provide a number where they can be reached.

(b) If applicable, call the Chief of Staff for instructions concerning the call.

b. Calls to Chief of Staff after Working Hours. There will be occasions when the Chief of Staff cannot be contacted at his quarters or via cellular phone after working hours. In these instances, depending on circumstances, the following personnel shall be called in the following order to receive the information and/or provide the necessary guidance: Commander, Director G-3, Adjutant, and Adjutant Chief.

Enclosure (1)

c. Commercial Long Distance Telephone Calls. All commercial long distance telephone calls are charged to the Adjutant Branch, Marine Corps Base Quantico and are a matter of record by logbook entry. Collect calls will not to be accepted.

d. Duty Chaplain. Should there be any incoming calls for the Duty Chaplain; take all available information including point of contact and a phone number. Instruct the caller that you will contact the Duty Chaplain who, in return, will contact the caller. Never give out the Duty Chaplain's home or cell phone number under any circumstances! Refer to the Chaplains section in the CDO turnover binder.

e. Other Phone Calls. Any calls from parents, family members, or significant others shall be dealt with in a professional manner. Under no circumstances will home or cell phone numbers be given to anyone. Work phone numbers are releasable under the Privacy Act of 1974.

f. Sexual Assault Help Line. The Sexual Assault Help Line is designated as a primary line to connect sexually assaulted victim to Uniformed Victim Advocates and or First Responders. In order to protect the caller's option of making a restricted report, the CDO will not inquire into the circumstances of the caller's request.

10. Federal Express (FedEx)/United Parcel Service (UPS) Deliveries

a. The CDO **WILL NOT SIGN FOR DELIVERIES.**

b. The CDO will assist the delivery person in their attempt to contact the intended recipient of the package. Usually the shipping label will show a specific addressee and/or phone number.

c. If a package is delivered during non-working hours, weekends or holidays, the CDO **WILL NOT ACCEPT RECEIPT OF THE PACKAGE.** The CDO will advise the delivery person to return during normal working hours.

11. Identification (ID) Card Check

a. ID Checks. At anytime during the day, the Duty Watch Stander can ask for ID when circumstances warrant it (e.g., when someone comes into the building whose manner leads the duty watch stander to believe that he/she does not belong in the

Enclosure (1)

building). Ensure that key personnel, listed below, are recognized on sight, whether in uniform or civilian attire.

- (1) Commander, Marine Corps Base Quantico
- (2) Chief of Staff, Marine Corps Base Quantico
- (3) Sergeant Major, Marine Corps Base Quantico

b. Visitor Control. The CDSNCO will not permit any person to enter Lejeune Hall, Building 3250 after working hours without first checking their identification and ascertaining that the person is listed on the afterhours access roster. If authorized access, an appropriate entry will be made in the logbook and will reflect the following:

- (1) Time of entry;
- (2) Visitor's name and grade;
- (3) Reason for entry and destination; and
- (4) Time of departure.

1. Except for the Commander, MCBQ, Chief of Staff (COS) and MCBQ Sergeant Major, each person entering or leaving the building will be required to check in and out with the duty each time they enter or leave the building regardless of the hour of departure. They will be required to enter and leave through the main entrance.

2. Other than personnel assigned duties within the command deck, NO ONE will enter the offices of the Commander, MCBQ, COS, Sergeant Major.

12. Uniform of the Day. The uniform of the day for this post is the Service Charlie uniform during the summer season and the Service Bravo uniform during the winter season. The seasonal uniform change will occur per reference (c).

13. Messing

a. Meals will be taken within the confines of Marine Corps Base Quantico and can be consumed in the duty area. Duties will not leave the base during their tour of duty. Duties may patronize at any of the on-base food service establishments (Subways, McDonald's, 7-Day Store, and the Main Exchange Food

Enclosure (1)

Court), but will not patronize off-base food service establishments to include those in the town of Quantico.

b. CDO's shall subsist a minimum of one meal at the mess hall and make appropriate logbook entries.

c. The CDO shall also make an Interactive Customer Evaluation (ICE) comment on service, cleanliness of the facility, and the quality and quantity of the food served. The ICE website is: <http://ice.disa.mil/index.cfm>.

14. Transportation. In all situations requiring official transportation, the CDO will utilize the CDD and the government vehicle.

15. Physical Training (PT). PT is not authorized during this tour of duty.

16. Flags

a. National Ensign

(1) Will be flown daily from 0800 until the designated sundown.

(2) The MCBQ Color Sergeant will inspect the flags for appropriate size and serviceability and will replace as needed.

b. General and Flag Officer Flags. General and Flag Officer's flags will be properly flown at Lejeune Hall upon notification from the MCBQ Adjutant or Command Staff.

c. Weather Condition Flags. Will be flown as appropriate per the weather reference in the duty turnover and notification of changes in weather conditions.

17. Responsibilities. Refer to chapter 2 of this Order for the CDO and chapter 3 for the CDSNCO.

Enclosure (1)

Chapter 2

CDO Responsibilities

1. General. CDOs must be available to be posted at anytime during their assigned duty as required by the Commander, MCBQ. The CDO will tour the Base for the purpose of security, safety and state of police.

2. Response for Emergency or Alert Conditions. Refer to chapter 4.

3. Tours and Inspections

a. Tours of MCBQ. A minimum of one tour will be conducted each weekday and on the weekends/holidays between the hours of 2200 - 0300. The areas considered important for security, safety and police are: Auto Hobby Shop (Bldg 2080), Barber Gym (Bldg 2073), Teen Center (Bldg 3312), Marsh Center (Bldg 3280), MCCDC Headquarters (Bldg 3300), Medal of Honor Golf Course (Bldg 3313), HqSvcBn (Bldg 2006), Seven Day Store (Bldg 3048); Ammunition Supply Point (Bldg 27067); Iwo Jima Memorial (Front Gate), Diamond Hall (Bldg 3098), and Liversedge Hall (Bldg 15). A notation of such inspection will be made in the CDO's electronic logbook.

b. Barrack Inspections

(1) A minimum of one barrack inspection will be conducted each weekday and on the weekends/holidays between the hours of 2200 - 0300. The following barracks are listed:

Manion Hall	B-24194
Haas Hall	B-24195
Mcglathlin Hall	B-24196
Pokorney Hall	B-24197
Graves Hall	B-24003
Anderson-Burke Hall	B-24192 (Permanent Party)
Benjamin Hall	B-27279 (3rd deck occupied by MCESG)

(2) A minimum of one barrack inspection will be conducted each weekday and on the weekends/holidays between the hours of 2200 - 0300. The following barracks are listed:

Barker Hall	Building 2001
Phipps Hall	Building 2002
Singleton Hall	Building 2003

Enclosure (1)

Matthew Hall	Building 2005
Jordan Hall	Building 2037
Kelly Hall	Building 2046
Pruitt Hall	Building 2074

c. Noted tours, barrack inspections and discrepancies will be cited with a comment as to corrective action taken, i.e., "cognizant OOD's notified and follow-up action confirmed".

4. Incoming Personnel. All Marine Corps personnel reporting during normal working hours (0730-1630) will be directed to report to the Installation Personnel Administration Center, building 2006. For those personnel reporting after normal working hours, the following procedures apply:

a. Permanent Change of Station Orders (PCSO). Personnel reporting to Marine Corps Base Quantico after working hours or on weekends, to include mobilized reservists in receipt of PCSO or in a Temporary Additional Duty (TAD) excess status, shall be directed to report to the Officer Of the Day (OOD) for the unit indicated on their orders. The respective OOD will assist personnel reporting on orders with an endorsement and billeting. If personnel report during working hours, they are to be directed to the Installation Personnel Administration Center, building 2006.

b. Reservists. Personnel reporting for active duty (other than mobilization or TAD excess) for training to include mobilization, Reserve Counterpart Training (RCT), Initial Active Duty for Training (IADT), and Extended Active Duty (EAD), Place Entering Active Duty (PLEAD), shall be directed to report to the Reserve Support Unit via telephone (unless otherwise directed) at (703) 784-2127, or duty cell number at (703) 928-9303.

5. Personnel Detained or Deserters. This information will be provided by the SJA.

6. Colors

a. Morning Colors. Both the off-going and oncoming CDO will observe morning colors at 0800 prior to being relieved from duty. In the event of a sound machine malfunction, silent colors will be conducted. The CDO shall make an electronic logbook entry citing completion of colors, and the appearance and timeliness of the colors detail.

(1) To determine correct time of day, contact the U.S. Naval Observatory at DSN 762-1401.

Enclosure (1)

(2) The Ceremonial Platoon, Color Sergeant will make the determination on the type flag to be hoisted.

(3) The CDO monitor the local weather report via the Marine Corps Base Quantico website (<http://www.quantico.usmc.mil/OPM/?m=Weather>). CDO shall annotate logbook entry with daily weather conditions.

b. Half-Masting

(1) When the national ensign is displayed at half-mast (notification will be made via message to the Ceremonial Platoon, SNCIOC), it is first hoisted to the peak until morning colors music has ended and then lowered to the half-mast position. Before lowering, the national ensign again shall be raised to the peak.

(2) A flag in any position below the peak is technically in the half-mast position; but, in general, the middle point of the hoist of a flag at half-mast should be halfway between the top and foot of the mast. The halfway position of the mast located in front of Building 3250 is so designated with a "black line." The bottom of the blue field of the flag will touch the black line.

c. Evening Colors. The CDO shall observe evening colors. In the event of a sound machine malfunction, silent colors will be conducted. The CDO shall make an electronic logbook entry citing completion of colors, and the appearance and timeliness of the colors detail. Refer to http://aa.usno.navy.mil/data/docs/Dur_OneYear.php for evening color times. To determine correct time of day, contact the U.S. Naval Observatory at DSN 762-1401.

7. C4I. The CDO must log into the C4I program on the duty computer and monitor any alerts threats may be sent to the National Capital Region (NCR)/Quantico (see Chapter 4 and the duty reference binder for further guidance). This task can be delegated to the CDSNCO as needed.

8. Other Duties. The CDO will perform other duties as may be assigned by the Commander or designated personnel on his behalf.

Chapter 3

CDSNCO Responsibilities

1. General. The CDSNCO will post for the entire duration of the duty. This position supports the CDO mission and is responsible for internal security for Lejeune Hall and general administration.
2. Absence of the CDO. The CDSNCO will be present at all times during the absence of the CDO.
3. Exterior Hatches. All exterior hatches are to be locked at 1800. The exterior hatches will be unlocked by the CDSNCO not later than 0500 on weekdays. During weekends and holidays these hatches will remain locked.
4. Security Checks. The CDSNCO will make a complete security check of all hatches in building 3250 at 2200 and 0300. During these security checks, the CDSNCO will record the time and initial the security checklist (SF 702) posted on the hatches of Classified File Units (CFU), Rooms 012, 016, 024, 028, and 218 (Figures 3-1 through 3-3 show the locations of these XO-9 locks that require security checks). Upon completion of each security check the CDSNCO will inform CDO. During the first security check the CDSNCO will ensure that all lights are off and hatches are secured.

Enclosure (1)

Figure 3-1

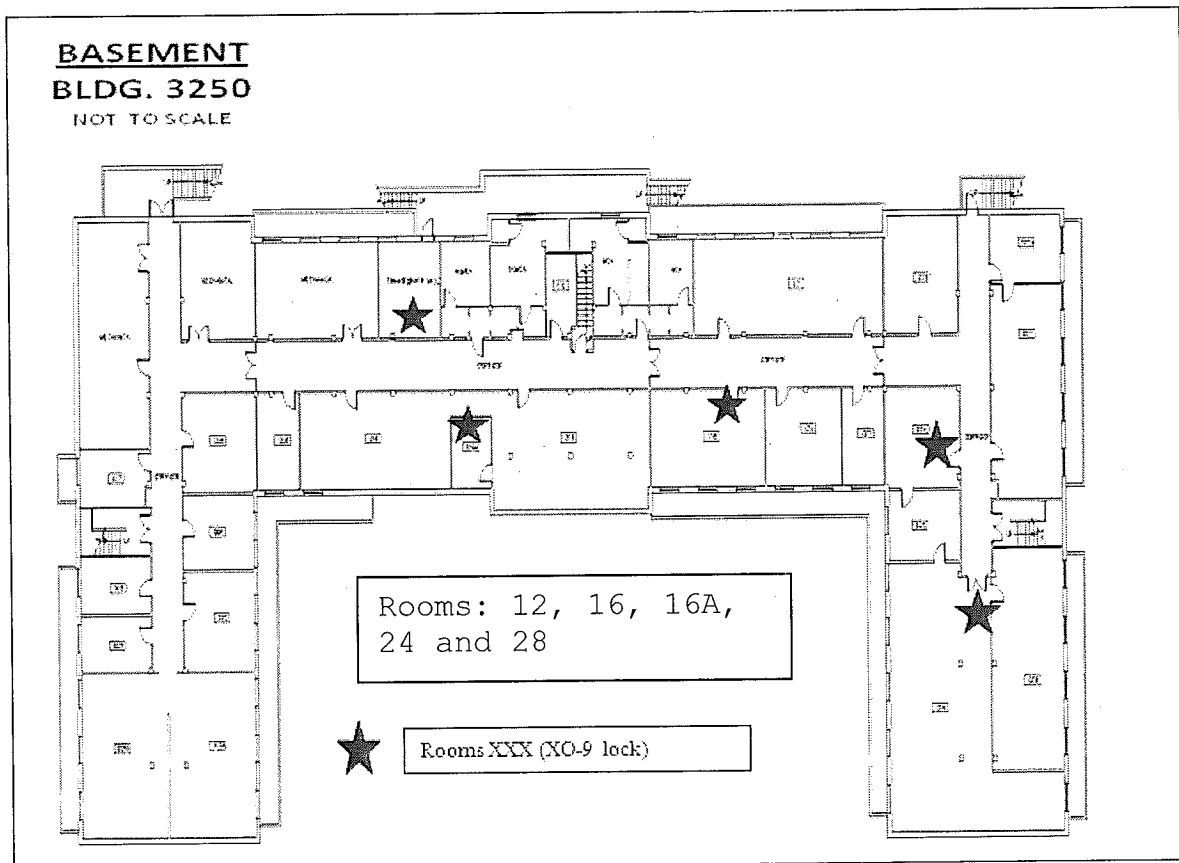
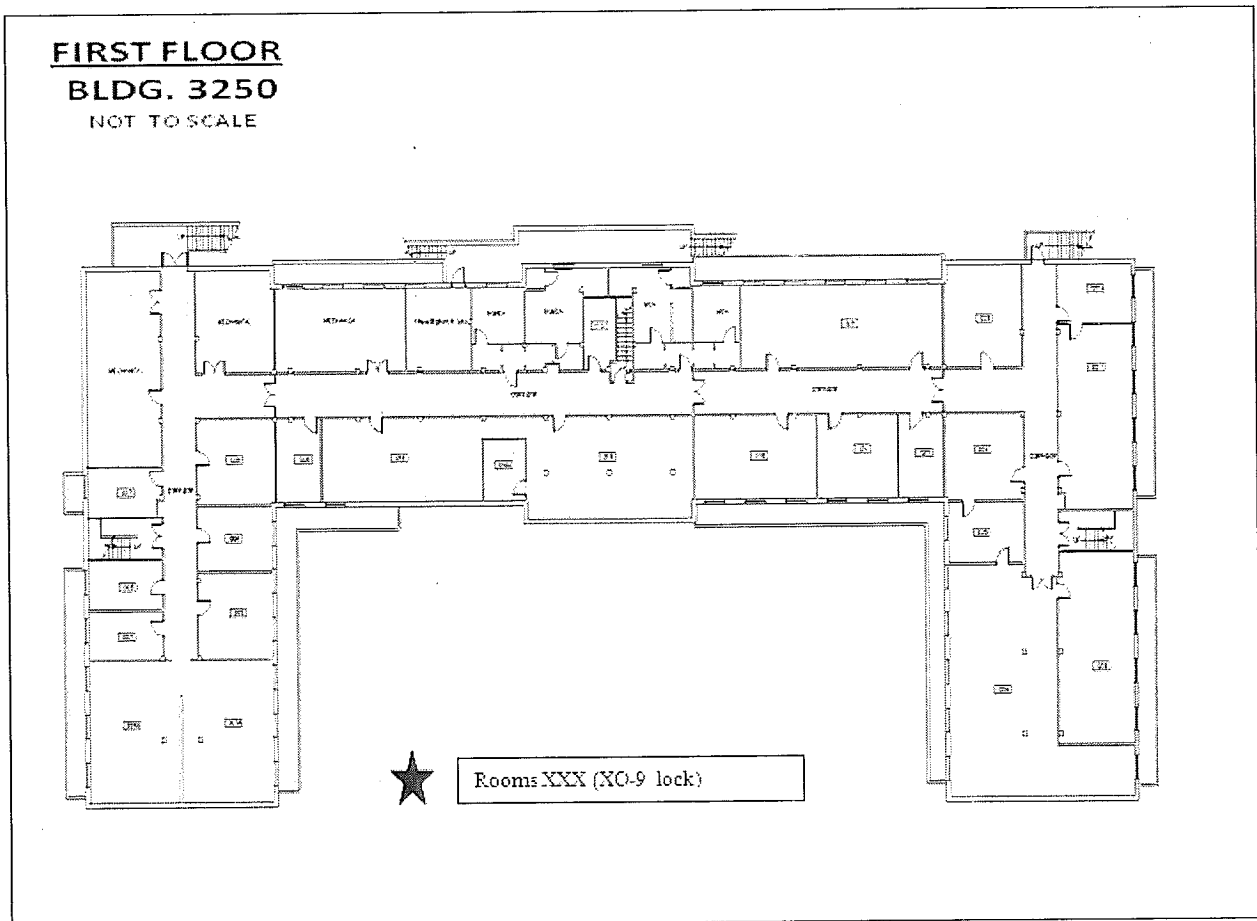
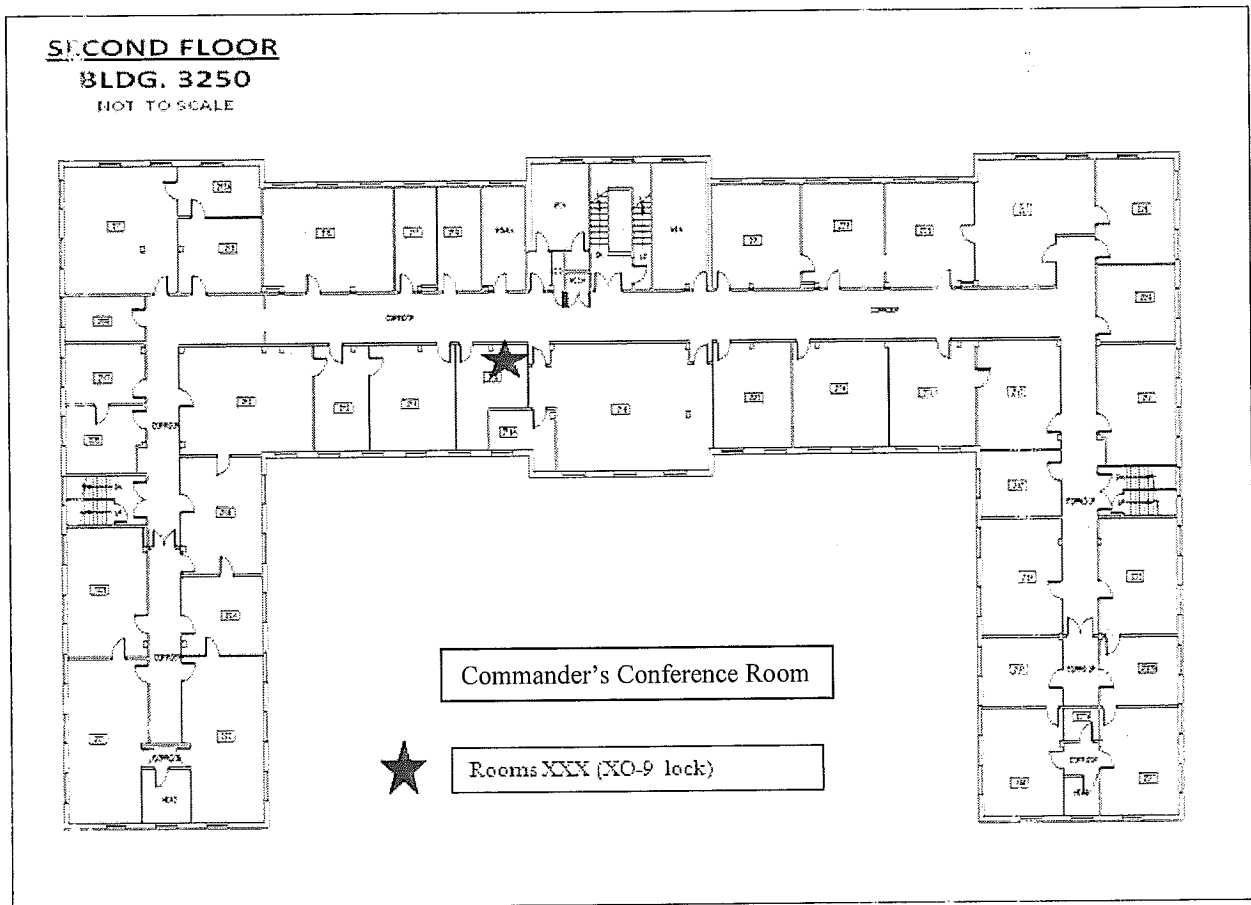


Figure 3-2



Enclosure (1)

Figure 3-3



5. Locking Offices. Upon checking each office space, the CDSNCO will lock the office, unless personnel are working there. In the event the office is occupied, the CDSNCO will notify the CDO. If any offices are still occupied, the CDSNCO will make tours every hour on the hour until all rooms are secured.

6. Unlocking Offices. Unlock all offices, with exception to the Commander's Suite, no later than 0530 on workdays. Only unlock the hatches, do not open the door or turn the lights on. A master key is provided for this purpose. During the weekend all office spaces will remain locked.

LOCKING/UNLOCKING the FOLLOWING INTERIOR HATCHES

FIRST DECK	SECOND DECK	SECOND DECK	
RM#103	RM #218	RM #235	RM #254
RM#104	RM #220	RM #236	RM #261
RM#105	RM #221	RM #244	RM #262
RM#109	RM #222	RM #246	RM #253
RM#117	RM #223	RM #248	
RM#118	RM #224	RM #249	
RM#154	RM #225	RM #250	
RM#155	RM #229	RM #251	
	RM #231	RM #252	

7. Police Call

a. The CDSNCO will ensure that the duty hut and the lobby are maintained in a good state of police at all times during their tour of duty, and that no one is permitted to loiter at any time.

b. Trash will be removed from the duty hut prior to being relieved.

c. Dirty linens are to be placed in the linen closet.

d. The CDSNCO will replace dirty/used linen with clean linen on both the CDO's rack and the CDSNCO's rack.

8. Locator. The CDSNCO is the Base Locator for incoming calls. All efforts will be accomplished in order to assist callers. Typically, callers will be attempting to locate Marines and are not aware of their unit.

a. CDSNCOs can attempt to locate Marines through the Base Locator or the Worldwide locator at 1-800-268-3710. CDSNCOs will seek assistance from the CDO to locate Marines through the Outlook global address listing (GAL), the Marine locator on the HQMC web page through "Marine On Line", or the Base and MCAS New River Alpha Roster located on the CDO computer.

b. Once the Marine's unit is identified, the CDSNCO will refer the caller to the appropriate CDO/OOD for assistance.

Enclosure (1)

c. If all efforts fail, the CDSNCO will acquire the caller's name and phone number and request the CDO to make an appropriate logbook entry for Adjutant personnel to assist the caller during normal working hours or advise the caller to call 451-2414 after 0800 the next working day for assistance. **Never give out personal phone numbers!**

9. Colors. The CDSNCO will operate the sound machine for morning and evening colors. The CDSNCO should ensure the sound machine is operational and warmed up. In the event there is a malfunction with the music, silent colors will be conducted. The CDSNCO will give the CDO the countdown warnings 5 minutes, 1 minute, and 30 seconds.

10. Snow Removal and Cold Weather Responsibilities

a. If the weather is below freezing at 0515, the chemical deicer will be used on any patches of ice that developed. Pay particular attention to handicapped parking spaces, the very front rows of parking and the walkways. The deicer and shovel are located in duty hut's linen closet. Use the deicer sparingly; a little goes a long way.

b. Should an accumulation of snow develop overnight, the CDO will ensure the snow is removed utilizing the CDSNCO and the Command Duty Driver (CDD). Shovels and salt are located in the duty hut's linen closet.

c. The sidewalks surrounding the building and the walkways to the front and rear of the building must be clear of snow.

d. The Public Works Branch is responsible for snow removal in the parking lot. The first priorities are the roads and housing then Lejeune Hall. If snow is not getting removed, after normal working hours, call DSN 278-2072 to report the problem. During working hours, contact the Facilities Manager at DSN 278-6066/(571)221-8687.

11. Other Duties. The CDSNCO will perform other duties as may be assigned by the CDO and/or MCBQ Adjutant personnel.

Chapter 4

Notification Procedures Involving Marine Corps Base Quantico

1. General. The CDO is responsible for various reports and notifications to the Commander. This chapter provides guidance when and if a report is required and to whom it will need to be addressed.

a. During emergencies or alert conditions, such as hurricane alerts, Quick Reaction Force/Rapid Reaction Force (QRF/RRF) exercises/alerts, **BLUE DART** or possible execution of emergency plans, all Assistant Chiefs of Staff are required to keep the CDO advised of their location and provide a current telephone number. In the event they are unavailable for a prolonged period, the CDO shall inform the next senior officer on board in the department concerned and this requirement shall pass to that individual.

b. All reports received by the CDO involving incidents of oil or hazardous material releases shall be immediately reported to the MCBQ Fire Department.

c. The below paragraphs provide the type of incidents that Marine Corps Base Quantico CDO shall report to the Chief of Staff. Refer to enclosure (2) for additional Commander's Critical Information Requirements (CCIR) that will be reported to the Chief of Staff.

(1) Incidents involving Marine Corps Base Quantico personnel or family members shall be reported to the Chief of Staff by the CDO. Any calls received from other command duty personnel or command representatives shall be reported to the Chief of Staff by the CDO.

(2) All base tenants and tenant activities shall report any significant incidents/events to include, but not limited, to those listed in this chapter, to the Marine Corps Base CDO.

2. CCIRs. Refer to enclosure (2).

3. Military or Political Incidents. Any incident of military or political nature, domestic or foreign, that involves individual Marine Corps or Navy personnel, units, or installations, and may result in local or national official reaction or extensive civilian news media interest shall be

Enclosure (1)

reported to the Chief of Staff by the CDO. The Chief of Staff may direct the CDO to contact the Public Affairs Office (PAO), Marine Corps Installations Command (MCICOM) and the MCOC at (703)695-5454, if necessary.

4. Civil Disorders. If a request for Marine Corps assistance in connection with civil disorders is made, the Chief of Staff shall be contacted by the CDO. The CDO shall provide a report of the type of assistance requested, its purpose, and estimated duration of assistance. Any civil disorder in which individual Marine Corps or Navy personnel, units, or installations are involved shall be reported to the Chief of Staff by the CDO.

5. Terrorist Incidents. Incidents involving terrorism on any Marine Corps Base Quantico tenant or tenant activity shall be immediately reported to the Chief of Staff by the CDO. Refer to **BLUE DART** procedures posted on the CDO desktop for additional CDO responsibilities.

NOTE: The CDO will make every attempt to gather appropriate data to include reporter's name, phone number, material involved, extent of damage and other pertinent data. Once all information is obtained the CDO shall contact the Chief of Staff.

6. Open Skies Treaty Messages. The CDO shall follow the guidance set forth in the CDO reference binder. When responding to the originator of the message, the CDO shall confirm receipt on behalf of Commander, Marine Corps Base Quantico. Once all information is obtained the CDO shall contact the Chief of Staff.

7. C4I. The CDO shall follow the guidance set forth in the CDO reference binder. When responding to the notification, the CDO shall confirm receipt on behalf of Commander, Marine Corps Base Quantico. Once all information is obtained the CDO shall contact the Chief of Staff.

8. Bio-Check. The CDO shall follow the guidance set forth in the CDO reference binder. When responding to the originator of the message, the CDO shall confirm receipt on behalf of Commander, Marine Corps Base Quantico. Once all information is obtained the CDO shall contact the Chief of Staff.

9. Serious Incident Reports (OPREP-3SIR)

a. Accidents, incidents, or disturbances shall immediately be reported by the CDO to the Chief of Staff. If the Chief of

Enclosure (1)

Staff deems it necessary, the CDO will be instructed to notify the appropriate organization to prepare and release an OPREP-3SIR in accordance with reference (d). Reference (e) provides additional guidance on OPREP-3SIR to include notifying the MCOC at (703)695-5454 within 15 minutes of notification of an OPREP-3SIR. In some cases the CDO may be directed to contact the MCICOM watch officer at (571)435-1280.

b. Media Interest. For any event that may draw local and/or national media interest (e.g., serious incident, casualty, training accident, etc.) the CDO shall immediately notify the Chief of Staff. The Chief of Staff may direct the CDO to notify the Public Affairs Duty Spokesman, PAO duty cell number (703)928-8047.

10. Bomb Threats. If a bomb threat is received via telephone, fill out the bomb threat checklist located next to the telephone and send have the CDSNCO or CDD notify the Provost Marshall Office at 703-784-2252. The CDO has the authority to order an evacuation. All bomb threats must be considered an actual emergency.

11. Operational Incidents. For any operational incident, which may result in unusual interest by the public news media, the CDO shall contact the Chief of Staff.

12. Serious Aircraft Accidents/Incidents. Any aircraft mishap, which results in serious injury, loss of life or extensive property damage to civilian or military property shall be reported to the Chief of Staff by the CDO. The CDO's for Marine Helicopter Squadron 1, Marine Corps Air Facility have the responsibility to coordinate all reports with the proper headquarters and shall notify the CDO.

13. Ground Accidents/Mishaps. If any ground mishap involving Marine Corps personnel assigned and/or attached to Marine Corps Base Quantico results in serious injury, loss of life or extensive property damage to civilian or military property the Command Duty Officer (CDO) shall contact the Chief of Staff.

14. Accidents Involving Ammunition or Explosive Material. Any explosion of ammunition or accident involving explosive material that causes/threatens to cause casualties or serious property damage shall be reported to the Chief of Staff by the CDO. The CDO will also report it to EOD, G3 Operations.

Enclosure (1)

15. Fires

a. Any fire that may impair the operational readiness of a Marine Corps unit, or which causes casualties or extensive damage to Marine Corps property or civilian property, including major forest fires not under control by Fire and Emergency Services personnel, shall be reported to the Chief of Staff by the CDO.

b. Trash can fires, and other fires considered minor and under control by Fire and Emergency Services personnel do not require notifying the Chief of Staff after hours. Make an appropriate electronic logbook entry.

16. Pandemic Disease. The presumptive diagnosis of any Pandemic that may require quarantine or the diagnosis of any disease of potential epidemic significance shall be reported by the Naval Health Clinic Quantico. The Naval clinic has the responsibility to coordinate all reports with the proper headquarters. The CDO shall notify the Chief of Staff.

b. The diagnosis of any disease so widespread among Marine Corps/Navy personnel or civilians that it portends, such as a Pandemic Influenza, an outbreak extensive enough to degrade mission accomplishment will be reported by the Naval Health Clinic Quantico. The CDO shall notify the Chief of Staff.

17. Extensive News Coverage/Media Interest: Any mishap or occurrence that may arouse extensive news coverage, media interest or congressional interest, any serious crime or incident that may involve possible exercise of domestic or foreign criminal jurisdiction over Marine Corps/Navy personnel and their family members, or if it may arouse public interest, shall be brought to the attention of the Chief of Staff by the CDO. The Chief of Staff may direct the CDO to contact the PAO, MCICOM and the MCOC at (703)695-5454, if necessary.

18. Casualties. In all cases involving personnel aboard, assigned and/or attached to Marine Corps Base Quantico, of suspected suicide, serious illness or injury, homicide, or death or their family members, the CDO shall notify the Chief of Staff. The Chief of Staff may direct the CDO to contact the Duty Chaplain, Director of Safety, PMO and, if applicable, the PAO, MCOC at (703)695-5454, Casualty Assistance Section at DSN: 278-9512, and MCICOM at (571)435-1280.

Enclosure (1)

19. Destructive Weather. Whenever weather conditions interrupt, delay or pose a threat to life or property, a change to the Base Operating Status will be made by the Commander, MCBQ based on the current and projected conditions. Tenant mission requirements, condition of the base and local roads, status of the federal government, and other factors are all considered in this decision.

a. During duty hours, weather advisories will be provided to the commands and tenant activities, and any early release decision will be made when conditions warrant.

b. After duty hours, when inclement weather will impact operations for the following day, every effort will be made to make the weather call before 0400.

c. The Base Operating Status is defined as follows:

(1) Code Green: This is the "normal" Base Operating Status. When the Base Operating Status is Code Green, the Base is open and employees are expected to report to work on time.

(2) Code Yellow: This Base Operating Status is typically used when the impact of the winter weather event is minimal, but significant enough that normal operations may be affected. When the Base Operating Status is Code Yellow, the Base is open on time. Reasonable delays for reporting to work are excused. Unscheduled leave is authorized. Emergency and essential personnel are expected to report to work. Personnel should contact their chain of command for specific command/activity guidance or direction.

(3) Code Blue: This Base Operating Status is typically used when the impact of the winter weather event is more significant and time is needed to conduct clearing operations before the base can support near-normal operations. When the Base Operating Status is Code Blue, XXXX, the Base is open at a specific time (XXXX). Reasonable delays for reporting to work are excused. Unscheduled leave is authorized. Emergency and essential personnel are expected to report to work. Personnel should contact their chain of command for specific command/activity guidance or direction.

(4) Code Red: This Base Operating Status is typically used when the impact of the winter weather is severe and it will

Enclosure (1)

take significant effort to restore the base to near-normal operations. When the Base Operating Status is Code Red, conditions are severe and the Base is closed for normal operation. Only emergency and essential personnel are expected to report to work. Personnel should contact their chain of command for specific command/activity guidance or direction.

NOTE: The Base Operating Status will be disseminated as follows:

MCBQ website (<http://www.quantico.marines.mil/UnitHome.aspx>)

MCBQ Facebook site
(www.facebook.com/officialmarinecorpsbasequantico)

20. Oil and Hazardous Substance Releases. The CDO shall ensure the ECOC 911 Dispatcher has been called for any release of oil or hazardous substances affecting the lands, navigable waters, or posing a threat to installation personnel. If requested by the On-Scene Commander, the CDO shall provide the ECOC 911 Dispatcher with the contact information for Environmental Management Division (EMD) personnel listed on the EMD Emergency Call Roster. The CDO shall notify the Chief of Staff.

21. Family Housing Residents, Property, or Emergencies. In the event that competent authority displaces a family from their home aboard MCBQ due to fire, high levels of carbon monoxide or flooding, the CDO must notify base housing (703-784-2711/432-8500) and inform them. Base housing will make the decision where the family will temporarily reside.

a. Lincoln Military Housing (LMH), the housing property manager for the Public Private Venture (PPV), has a 24 hr. maintenance staff available. Families should direct all maintenance issues to LMH's maintenance service "Lincoln at your service" at (888)578-4141.

(1) Any CDO who receives requests for temporary lodging from residents should refer the resident to Lincoln's maintenance number. The maintenance staff will assess whether or not a maintenance issue can be resolved.

(2) If the problem cannot be repaired in a timely manner, LMH will determine if the situation warrants alternate lodging.

b. CDO in all instances are to contact Head, Family Housing Branch (HD, FHB), G-5, Installation and Environment Division (703-784-2711/432-8500) in the event that he/she

Enclosure (1)

receives a phone call involving Public Private Venture (PPV) Family Housing.

(1) HD, FHB, then based on the issue, will be responsible for coordination w/ LMH or appropriate MCBQ agencies to begin the resolution process.

(2) Should efforts to contact or notify HD, FHB fail, the CDO should then attempt to notify District Manager (DM), LMH at (888)578-4141.

c. Emergencies include fire, gas leaks, extended power outages, or other events that result in affected housing units being deemed as unsafe/unhealthy for occupancy.

d. Life threatening emergencies such as fire, gas leak, etc. that occur in PPV Family Housing should be treated with extreme urgency, the CDO should first call 911 then immediately notify HD, FHB.

e. Contact Information for HD, FHB and DM, LMH listed on PPV Family Housing Recall Roster.

f. HD, FHB should keep CDO advised of ongoing actions until final resolution.

22. Respite Childcare. The purpose of this program is to assist military families by providing immediate child care during times of crisis until permanent child care can be restored. Any requests for emergency child care shall be passed to the Marine Corps Community Services (MCCS) Child Care point of contact which can be found in the recall binder and on the important number listing in the CDO binder and posted on the wall in the CDO hut.

23. Messages. Take appropriate action on all incoming messages after working hours. Blue Dart messages refer to the Blue Dart binder in the duty hut.

a. Incoming. The Marine Air Ground Task Force (MAGTF) IT Support Center (MITSC) shall notify the CDO after working hours of messages of immediate precedence or higher for the Command. The MITSC phone numbers are 451-1602/7322.

b. Immediate or Higher Unclassified Messages. If the message is unclassified, the CDO will read it and take

Enclosure (1)

appropriate action through Automated Message Handling System (AHMS). The CDO shall contact the Adjutant if "CO, MCBQ" is a To addressee or is an Info addressee. The Adjutant shall direct the CDO to call the Chief of Staff as deemed necessary.

c. Releasing Immediate or Higher Unclassified Messages.
The CDO shall:

(1) Release only messages determined to be of an urgent nature and directed by the Chief of Staff. **The MITSC will accept unclassified messages directly from the CDO.** In these circumstances messages can be sent from the CDO AHMS account to the MITSC Mail box "ACCOutgoing." If the CDO encounters problems releasing the message through the MITSC they shall call the Adjutant for assistance.

(2) Indicate in the electronic logbook the Date Time Group (DTG) of the message released and print a copy.

24. State Funerals. Upon receipt of notification of the demise of a former U.S. President, the CDO shall copy all pertinent information and then follow the guidance set forth in the CDO reference binder. Once all directed notifications are complete (per the reference binder), the CDO shall contact/inform the Chief of Staff.

25. Sexual Assault. Upon receiving a call on the Sexual Assault Help Line, the CDO will follow the detailed procedures posted inside the duty hut. If the caller request information on local support agencies or rape crisis centers, a listing is also posted in duty hut. Care will be given to protect personable identifiable information of all victims. Annotate with an appropriate entry, all calls received on the help line.

Enclosure (1)

JUSTIFICATION FOR THE USE OF DEADLY FORCE

1. Guidance. Per reference (a), the following guidance on the use of force applies.

2. Use of Force

a. Marines authorized to carry firearms in the performance of their duties shall use only the minimum amount of force necessary to obtain their objective.

b. When a firearm is discharged, it is fired with the intent of rendering the person at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

c. Warning shots are not authorized.

3. Circumstances for Using Deadly Force. Deadly force is justified only under conditions of extreme necessity, as a last resort, when all lesser means have failed or cannot reasonably be employed, the risk of death or serious bodily harm to innocent persons is not significantly increased by its use and only under one or more of the following circumstances:

a. In Self-Defense and Defense of Others. When deadly force reasonably appears necessary to protect security/LE personnel or others who are reasonably believed to be in imminent danger of death or serious bodily harm.

b. In Defense of Property Involving National Security. When deadly force reasonably appears to be necessary to prevent the actual or threatened theft of, damage to, or espionage aimed at property or information specifically designated by the commanding officer or other competent authority to be vital to the national security.

c. In Defense of Property not Involving National Security, but Inherently Dangerous to Others. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property which is inherently dangerous to others; i.e., property whose theft or destruction presents a substantial potential danger of death or serious bodily injury to others, such as operable weapons and ammunition.

d. To Prevent or Interrupt Serious Offenses Against Persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and which threatens death or serious bodily injury to another (such as murder, arson, armed robbery, aggravated assault, and rape).

e. Apprehension or Arrest. When deadly force reasonably appears to be necessary to apprehend or prevent the escape of a person when probable cause exists to believe that a person has committed an offense of the nature specified within the circumstances outlined in paragraphs 7.d.(2) through 7.d.(4) above.

f. Escapes. When deadly force reasonably appears necessary to prevent the escape of a prisoner, provided security/LE personnel have probable cause to believe that the escaping prisoner poses a threat.

g. Lawful Order. The use of deadly force is authorized when directed by the lawful order of any competent authority, and when the order meets the criteria of one of the circumstances above. Specifically, the person who is directed to use deadly force must have a clear description of the person against whom it is authorized, and at least a general knowledge of the circumstances that warrant deadly force.

(1) Shots shall not be fired if they are likely to endanger innocent bystanders.

(2) The killing of an animal is justified for self-defense, or to protect others from serious injury.

COMMAND DUTY OFFICER/HEADQUARTERS STAFF DUTY OFFICER
MCB QUANTICO, VA

**INDIVIDUAL'S ACKNOWLEDGEMENT OF SPECIFIC INSTRUCTIONS FOR ARMED
SECURITY AND LAW ENFORCEMENT PERSONNEL REGARDING THE USE OF
FORCE**

NAME (Last, First, MI)	COMPANY/SECTION	RANK	SSN (LAST FOUR)	DATE

1. Circumstances for which Deadly Force is authorized. I am justified in using the weapon with which I am armed to apply deadly force only under conditions of extreme necessity and only as a last resort, when **all other means have failed or cannot reasonably be employed, the risk of death or serious bodily harm to innocent persons is not significantly increased by its use and the purpose of the use is one or more of the following:**

a. _____ **To protect myself or others** if I reasonably believe that I or they are in **imminent danger of death or serious bodily harm.**

b. _____ **To prevent acts which or the escape of those who** reasonably appear to me to **threaten property or information designated** by my Commanding Officer as **vital to national security.**

c. _____ **To prevent the actual theft or sabotage of** property that is, of itself, dangerous to others (i.e., explosives, weapons, ammunition, etc.), when it appears reasonably necessary to do so.

d. _____ **To prevent or interrupt the commission of a serious offense involving violence** which threatens death or serious bodily injury to another (i.e. murder, arson, armed robbery, aggravated assault and rape).

e. _____ **To effect the apprehension or prevent the escape** of an individual when there is probable cause to believe that he has either committed a serious offense involving violence or threatened death or serious bodily harm and is a continued threat to the safety of others.

f. _____ When it appears reasonably necessary **to prevent the escape** of a prisoner provided I have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm to security/Law Enforcement personnel or others.

2. Additional Specific Instructions

a. _____ I will obey the orders of competent authority to employ deadly force when:

(1) Provided with sufficient information to determine that the circumstances warrant the application of deadly force.

(2) There is clear identifying information on the individual against whom deadly force is to be applied.

b. _____ I will not fire my weapon if I might injure innocent bystanders.

c. _____ I am prohibited from firing warning shots.

d. _____ I will remove my pistol from my holster only when:

(1) The use of deadly force is imminent, or to affect the apprehension of a suspect I believe to be armed or dangerous, or to gain control of a dangerous situation.

(2) Ordered to do so by competent authority.

(3) Returning it to storage or conducting an authorized transfer of possession.

(4) Cleaning it in an authorized area.

e. _____ I will not point my firearm at any person, except when confronted with a situation in which deadly force would be authorized.

f. _____ If I remove my pistol from its holster, a proper log book entry will be made detailing the circumstances that led to the weapon being drawn. I may point a firearm:

(1) If directed by or after obtaining permission from competent authority.

(2) If confronted with a situation in which deadly force would be authorized, and the situation does not allow time to obtain permission.

g. _____ When clearing a firearm, I will follow current policies and procedures pertaining to firearms handling, clearing and safety. I will ensure that clearing is accomplished in a designated area (i.e. clearing barrel) and that the receiving party verifies the firearm is clear before turning in or transferring the firearm.

h. _____ I am prohibited from using a privately owned firearm or ammunition on duty.

i. _____ I am not legally prohibited from owning, possessing, or transporting weapons or ammunition.

j. _____ I am not currently using any prescribed medications that could impair my judgment or reduce my mental clarity.

k. _____ I am not under the influence of alcohol.

3. Acknowledgement. I have been instructed on the use of deadly force per MCO 5500.6F and acknowledge that I understand the basic rules for the use of force and weapons safety. I am aware of all areas at my assigned post that have been designated by the Commanding Officer as vital to national security for which the use of deadly force may be required.

DATE

RANK/PRINTED NAME

SIGNATURE

Commander's Critical Information Requirements (CCIR)

If one of the following incidents occurs, notify the Chief of Staff, Marine Corps Base Quantico.

If the Chief of Staff is unavailable, notify the Commander, Marine Corps Base Quantico.

If the Commander is unavailable, notify the Director, G-3, Operations.

1. Any use of deadly force aboard MCBQ. (MCICOM)
2. Event or incident resulting in death or disability of a Marine, civilian employee, or family member or an event resulting in \$200,000 or more in total property damage. Commands should not delay reporting pending an official determination of disability or cost; if the incident has the potential to cross the threshold a report is required. (MCICOM and SIR 2)
3. Catastrophic event or incident that causes significant infrastructure damage, mass injury or death to military or civilian personnel, restricts access, significantly impacts water resources, or requires the commitment of personnel or resources to civil authorities (outside standard mutual support agreements). (MCICOM)
4. Class A, B, or C Aircraft Mishap of an installation's VMR aircraft and any Red Stripe message affecting installation's VMR mission. (MCICOM and SIR 6)
5. Event or incident of large scale civil disorder involving MCBQ including natural or destructive weather event or incident that threatens life or property. (MCICOM and SIR 5)
6. Suspected or actual event, incident, threat, penetration or intrusion of the installation resulting or requiring a change in the Force Protection Condition. (MCICOM and SIR 4)
7. The actual or presumptive diagnosis of any disease of potential epidemic significance that may require quarantine or degrade the operational readiness of MCBQ. (MCICOM and SIR 15)
8. Event or incident of a military or political nature, foreign or domestic, that involves MCBQ which may result in a local or

Enclosure (2)

national official reaction or media attention. (MCICOM and SIR 1)

9. Serious criminal event or incident that may result in foreign or domestic criminal jurisdiction over Marine Corps personnel and/or their dependent(s). (MCICOM and SIR 8)

10. All incidents of actual, suspected, or alleged hazing (As stated per the MCO). (MCICOM and SIR 10)

11. Racially or ethnically motivated discriminatory event or incident (Hate Crimes) that results in death, injury requiring hospitalization, or adversely affects the equal opportunity climate of MCBQ. (MCICOM and SIR 13)

12. Any significant change in the readiness status and capability of MCBQ or its tenants to perform Mission Essential Tasks (METs). (MCICOM)

13. Any OPSEC violation revealing valuable friendly information. (MCICOM and SIR 3)

14. Disruption of APOD/SPOD operations which affect sustainment, deployment or redeployment of Operating Forces. (MCICOM)

15. Any suspicious UA or missing person report of a Quantico based Marine, Sailor, Service member, Civilian or Family member. (MCBQ)

16. Any domestic violence case that results in hospitalization of the victim. (MCBQ)

17. All unrestricted reports/incidents of actual, suspected or alleged sexual assault involving a Quantico based Marine, Sailor, Civilian, or Family Member. Restricted reports by definition are not to be reported. (MCICOM and SIR 9)

18. Any serious incident in housing or DODEA Schools that requires investigation by an Investigative Authority (NCIS, CID, PMO, SJA, Inspector, FAP, CDO). (MCBQ)

19. All suicidal ideations, attempts, or actual suicides involving a Quantico based Marine, Sailor, Civilian, or Family Member. (MCICOM and SIR 11)

20. Any incident or event that requires notification to HQMC, per MCO 3504.2A Operations Event/Incident Report (OPREP-3). (MCICOM)

Commander's Personnel Incident Report (PIR)

If the following occurs, notify the MCBQ Command Deck (Executive Assistance or Admin Office (703-784-5902)) and G-3 by telephone (703-784-2658) or email.

1. Presence of the Commandant, Assistant Commandant, any 4-Star General Officer, Congressman, National, DoD, or USN Official.
2. Unscheduled or unplanned utility outages, road closures, loss of communications services, facility closure, or other changes in infrastructure which affect operations

Enclosure (2)